



## RAMP Online Registration Instructions for Lake of the Woods Girls Hockey

### STEP 1 - ACCESS THE SYSTEM

For 2022-2023, LOWGH is once again registering players online only. The good news is, it is user-friendly and is easy to add your information and register. If you registered a player last year in LOWGH, you will have to use the email and password you used last year. If you forget your password, simply put in your email and hit forget password. If you are having further problems logging in, please email Ashley Hoffmeister at ash.hoffmeister@gmail.com for assistance.

Go to the RAMP Interactive Central Login Page: Log in/Create Account [here](https://LakeOfTheWoodsGH.rampregistrations.com).  
[LakeOfTheWoodsGH.rampregistrations.com](https://LakeOfTheWoodsGH.rampregistrations.com)

Sign-in or create an account if you are new to Lake of the Woods Girls Hockey.

Mobile view may look a bit different.

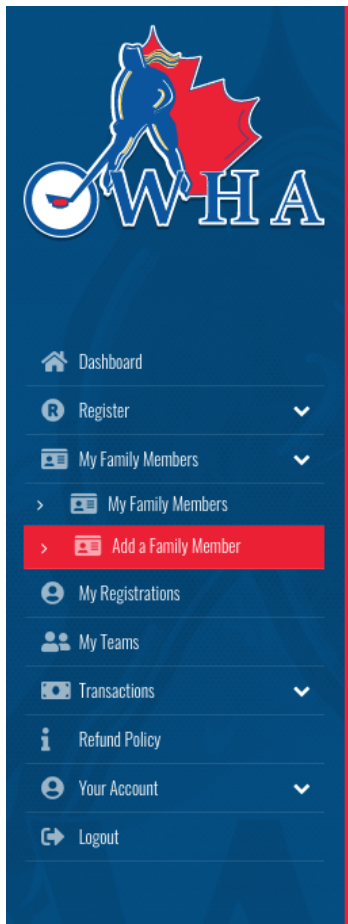
### STEP 2 - CREATE AN ACCOUNT

Enter your email and a new password and hit **“Create Account”**. This will take you back to the Login page. Enter your email and password and hit **Login**.

### STEP 3 - ADD FAMILY MEMBERS - **SKIP TO STEP 5 IF YOU DID THIS STEP LAST YEAR**

After logging in, you will see a blue menu on the left-hand side. Go to “My Family Members” and then choose “Add a Family Member”. Please fill in all the information. If a field is required that you have left blank, you will get a pink box under that field indicating that you need to fill it in. **Please make sure everything is accurate.** Some fields like the Date of Birth require the OWHA to change it, so please make sure the information is correct. If you have Respect in Sport or coaching qualification numbers, please enter them when you are entering yourself. Unless requested, you do not need to add photos, birth certificates etc at the bottom of that page. Hit “**Submit**”.

You will add each member of your family (Both parents or if single, yourself and an Emergency Contact person) as well as any daughters that will be playing LOWGH. Some of your information **may** have transferred over from the old site. Please fill in any additional information that is needed.



## Lake Of The Woods GH

**Participant**

First Name	Middle Name	Last Name	Former Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Birthdate	Gender		
<input type="text" value="1"/> <input type="text" value="DD"/> <input type="text" value="YYYY"/>	<input type="text" value="Female"/>		
Address	City		
<input type="text"/>	<input type="text"/>		
Country	Province	Postal Code	
<input type="text" value="Canada"/>	<input type="text" value="ON"/>	<input type="text"/>	
Cell Phone	Other Phone		
<input type="text"/>	<input type="text"/>		
Email	Secondary Email		
<input type="text"/>	<input type="text"/>		

### STEP 4 - ADD A PARTICIPANT OR OTHER

Once you have entered all family members, go to the blue left-hand side column again. Click on “Register” and then “Participant Registration”. Coaches and Executive Position can be added as well.



## STEP 5 - ADDING THE PARTICIPANT INFO

Choose the season 2022-2022.

Choose the Family Member to Register. A drop-down menu will give you the family members you have added. If you are missing someone, go to the option "Add a Family Member". Once you hit that, a form will appear. Please fill in all the required information. Please put both parents' or guardian's email addresses in the email and secondary email fields. If the older player is receiving emails too, please add their email as well as one other parents' email. **It is very important that you put the correct birth date.**

Then choose a Division.

**FUNDamentals (Tykes)** - Players born in 2018-2016

**Under 9 (U9)** Formerly Novice - Players born in 2015 and 2014

**Under 11 (U11)** Formerly Atom - Players born in 2013 and 2012

**Under 13 (U13)** Formerly Peewee - Players born in 2011 and 2010

**Under 15 (U15)** Formerly Bantam - Players born in 2009 and 2008

**Under 18 (U18)** Formerly Midget - Player born 2007-2005

**Senior House (U21) NEW** - Players born 2004-2001

Once you select your division, choose your package. Click on the checkbox and then hit "**Continue**".

### Lake Of The Woods GH

#### Participant Registration

Choose a Season

2020-2021

Choose Family Member to Register

Choose

Choose a Division

Choose

Continue

## STEP 6 - WAIVERS

- Consent to the LOWGH using photos of your player for the website, Facebook or other advertising by checking off the box.
- Read the Registration waiver and sign (Parents can sign if player is under 18).
- Read the OWHA Code of Conduct and sign.
- Read the information about Rowan's Law and Concussions with your child and then sign.
- Read the Consent waiver and sign.
- Sign the bottom box and check off the checkbox (required) saying you are age of majority or a parent.
- Hit "**Continue**"

## STEP 7 - PARENT/GUARDIAN EMERGENCY CONTACT INFO

Where it says Choose a parent/Guardian/Emerg. Contact, go to the drop-down menu. Either choose a parent if listed or choose "Add New Family Member". Once you have completed all the required fields, please add a second contact. If you are a single parent, please add another Emergency Contact. If you are missing some required information, scroll up and see which fields you may have missed. They will have a pink box underneath the field. Hit "**Continue**".

# Lake Of The Woods GH

## Parent/Guardian/Emerg. Contact Information

Parent/Guardian/Emerg. Contact Details

Choose a Parent/Guardian/Emerg. Contact

✓ Choose  
Add New Family Member

Parent/Guardian/Emerg. Contact Details

Choose a Parent/Guardian/Emerg. Contact

Choose

Back

Continue

## STEP 8 - QUESTIONS

Please answer all questions.

## STEP 9 - CONFIRM DETAILS

- Confirm your player and parents/guardians information. If you choose to edit, just press the small box that says "Edit".
- Add any additional players by going back to the blue left-hand side menu and clicking on "Register", then "Participant Registration".
- Once you have finished registering all players, choose a payment type at the bottom. **E-transfer is preferred.** At this point you're only selecting which type of payment you will use.
- Hit "**Submit Registration**". You should receive a confirmation email from OWHA. The LOWGH registrar will also be notified.

## STEP 10 - PAYMENT

E-transfers should be sent to [lowsgirlshockey@gmail.com](mailto:lowsgirlshockey@gmail.com). We have automatic deposit so no password is required. **Please add the names of the players you are registering for, your name and the invoice number.**

If you are mailing a cheque, please make the cheque out to LOW Girls Hockey and mail to:

Lake of the Woods Girls Hockey  
PO Box 12  
Kenora, ON P9N 3X1

**Problems? Errors? Please contact our registrar at [ash.hoffmeister@gmail.com](mailto:ash.hoffmeister@gmail.com) for assistance or questions.**